

UTAH DIVISION OF STATE HISTORY

Grant Guidelines

Please read the entire Guidelines before beginning to prepare an application

CONTENTS

<i>Project Grants</i>	1
<i>Emergency Grants</i>	2
<i>Application Procedures</i>	3
<i>Grant Application</i>	4

PURPOSE

The Division of State History's Grants and Technical Assistance Program is designed to encourage, support, and assist the programs and activities of heritage organizations statewide.

GRANT CATEGORIES

- ***Project Grants*** ~ are designed to assist non-profit prehistory and history groups and heritage organizations in projects that document, preserve, research, collect, interpret and exhibit Utah history.
- ***Emergency Grants*** ~ are small project grants awarded to emergency projects or projects that have time constraints that prevent consideration as project grants.

PROJECT GRANTS

Eligibility

Project grants are open to eligible organizations, including, but not necessarily limited to:

- local prehistory and history groups
- certified local governments
- towns, cities, and counties
- colleges and universities
- statewide heritage organizations

Project grants are intended to fund one-time projects. Projects should be innovative and be of benefit to the local area and might serve as models for similar projects in other communities.

Eligible projects include, for example, conservation of museum artifacts; researching or writing a local history; preparing a slide or video presentation; collecting historic documents and photographs; developing tours and tour materials; collecting and transcribing oral history interviews; hiring consultants for specific projects; and obtaining radiocarbon dates on artifacts from an excavation project conducted by a local group.

Projects should be well-defined and focused. Projects that further an organization's long-range plans are especially favored. High priority will be given to projects that build community partnerships and involve the public.

Grant Amount

Project grants may be awarded up to \$3,000, and require a one-to-one *match* of local funds or donated goods and services.

Grant Period

Project grants are awarded twice a year. Application deadlines for 2003 are March 1 and August 1.

Project grants must be completed within two years.

EMERGENCY GRANTS

Eligibility

All heritage organizations and Projects eligible under the Division's project grants are also eligible for Emergency grants.

Emergency grants are small project grants awarded to emergency projects or projects that have time constraints that prevent consideration as Project grants.

Grant Amount

Emergency grants are of amounts up to \$500, and require a one-to-one *match* of local funds or donated goods and services.

Grant Period

Emergency grant applications can be submitted any time during the year and applicants are usually notified within one month. Emergency grants are awarded for up to twelve months.

APPLICATION PROCEDURES

Complete all sections of the application. Select the type of grant. Pay special attention to the budget section and indicate for what the grant money will be used. Keep application focused and simple.

Applicants for all grants are required to complete the grant application provided by the Division of State History and submit the application by the designated deadline(s). (Drafts are encouraged one month prior to the application deadline(s) for staff assistance.)

An organization that already has a grant in progress may not receive another grant until the current grant has been completed or canceled.

Add pertinent background information that will help us judge your ability to carry out the purposes of the project. Applicants should also submit information about the organization that may help us evaluate the program or project. We also encourage letters of support from community leaders.

GRANT MATCH

All grants require a one-to-one match. *Matching* local funds and donated services must be directly and demonstrably related to the grant *during the grant period*. Cash expenditures may be for any direct purchase of items used in the project, such as film, tapes, printing costs, storage containers, etc. Donated services may include donated transportation costs (at \$.365 per mile) and/or donated labor (at the normal hourly rate for professional consultants or at \$5.15 per hour for volunteer assistants). The grantee must provide documentation for all expenditures and for in-kind goods and services.

GRANT AWARD NOTIFICATION

Grant award winners will be notified by letter within 30 days after the application deadline.

Competition for grants is great and only a percentage of those making application are awarded grants. Those applications failing to receive grants may apply the next grant cycle. Those making re-submissions should have their applications reviewed by the grants staff.

Successful applicants will sign a contract, with terms to be negotiated by the grants staff and the applicant. The contract will identify program or project goals, including any products, and other specific conditions. All contracts require compliance with state fiscal and reporting standards.

REIMBURSEMENT

Grant recipients will be reimbursed upon receipt of evidence of meeting agreed-upon program goals (or some part thereof) and expenditures of local match funds and/or donated services. Forms will be provided to document donated services such as mileage and labor (professional salary rates must be verified with documentation acceptable for auditing purposes). Copies of canceled checks and receipts documenting expenditures of funds are required.

APPLICATION SUBMISSION

Please note the deadline for the type of grant for which you are applying and submit the grant to the Division within the required deadline.

Return completed applications to:
Grants Program, Utah Division of State History, 300 Rio Grande, Salt Lake City, Utah 84101.

For further information contact Debbie Dahl at (801)533-3537, fax: (801)533-3503, e-mail: ddahl@utah.gov.

Check out our web site at history.utah.gov

APPLICATION #

UTAH DIVISION OF STATE HISTORY
Grant Application

Section I: General Application Information

ORGANIZATION		
FEDERAL ID #		
CONTACT PERSON (name and title)		
ADDRESS		
CITY	STATE	ZIP
PHONE	FAX	
E-MAIL		

TYPE OF GRANT APPLYING FOR Project Grant (up to \$3,000) Emergency Grant (Max. \$500)
--

PROJECT TITLE (In less than ten words)	
MAIN GOALS (State your goals in one or two sentences)	
BUDGET SUMMARY (From complete detailed budget page.) GRANT REQUEST: \$.00 + LOCAL MATCH: \$.00 = TOTAL BUDGET: \$.00	
OTHER GRANTS SUPPORTING THIS PROGRAM/PROJECT	

NAME OF ORGANIZATION REPRESENTATIVE (please print or type)	TITLE
SIGNATURE	DATE

Section II: Proposed Scope of Work (attach additional sheets as needed)

GOALS AND EXPECTED RESULTS (Each application should state clearly what is proposed, why it is to be undertaken, what the expected results will be, and what the public benefit will be.)

STAFF & VOLUNTEERS (Please list the staff and volunteers involved, their qualifications, and what each will be responsible for.)

PLAN OF WORK (Please outline your plan of work, include what steps are planned with specific dates and activities. **You must include a beginning date and completion date.**)

--

Section III: Budget

EXPENDITURE OF CASH OR THE VALUE OF IN-KIND SERVICES	Grant funds	Cash match	In-kind match	Total
Personnel - labor, volunteer, contracted, professional and technical service. (For volunteers list individually at minimum wage [\$5.15] unless professional rate can be verified in writing.)				
Materials and expenses (itemize)				
Travel and mileage (mileage reimbursed @ .365 per mile)				
TOTALS				